

Weekly activity report (week ending September 21, 2018)

Town Manager:

- Met with the Cape Charles Main Street design committee on September 19 to review proposed design of improvements to Strawberry Street plaza.
- Responded to local reporter's inquiry about the proposed yacht provisioning project.
- Staffed the September 20 Town Council regular monthly meeting and provided follow up as needed.
- Met with Cape Charles Yacht Center owners about possible JPA application.
- Reviewed town planner position applications and finalized process to interview three candidates (with Tracy Outten and Jodi Outland).
- Attended the Cape Charles Main Street branding committee meeting on September 19.
- Assisted all departments with Draken Viking ship preparation.
- Met with, email, or called several residents and/or business owners on a variety of matters.
- Met with mayor on a variety of matters.

Town Clerk's office.

- Upcoming Meetings/Activities:
 - 9/26 – Mayor's Office Hours, 2-4PM, Town Hall.
 - 9/30-10/2 – VML Annual Conference, Hampton
- Hard copies of the 2017 Cape Charles Drinking Water Consumer Confidence Report were delivered this week to all properties in the town.
- Virginia Commonwealth University, the institute for the Virginia Municipal Clerks Association, asked Libby Hume to teach the Clerks 101 class to first-year clerks attending this year's VMCA Institute in Virginia Beach. The two-hour class is scheduled for October 10.
- Tracy Outten assisted with arrangements for the Draken Harald Hårfagre's visit in Cape Charles. Housing arrangements were made for the crew and promotional flyers were made showing the schedules for deck tours and other events. The information was posted on the town's website and went out in the e-Notifications.
- 14 applications have been received to date for the town planner position and Tracy worked with Larry DiRe to schedule 3 interviews on 9/25.

Town Planner:

- Corresponded with residents and developers about potential and impending residential/commercial development and/or zoning ordinance compliance.
- Began writing staff reports and assembling agenda packet materials for the October 1 Wetlands and Coastal Dune Board work session, and October 2 Planning Commission regular monthly meeting.
- Attended the livable communities monthly meeting at Eastern Shore Community College on September 20 (with Councilman Grossman).
- Participated in the Northampton County RAFT project implementation team conference call on September 18 (with Tracy Outten).

- Attended the phase III Watershed Implementation Plan meeting at the Virginia Tech ag center in Painter on September 21.

Library:

- The odor was noticeable this week.
- Yoga mats were donated to the library by Claudette Lajoie of Bay Life yoga to be used for programs in the Library.
- Library Assistant met with Janice Felkner, the ESPL Youth Services Librarian to discuss the 2018 Summer Reading Program and to discuss collaboration for fall/winter.
- Worked on banned book display for next week, Banned Books Week.
- Assisted with the design of a banner for the CCML 100th Anniversary.
- Storytime was held on Thursday at 10:30.
- Lego Club met at 5:00 on Thursday, September 20.
- Reader's Sharing Evening was held on Thursday, September 20 at 6:30.
- Owl Prowl took place at the Virginia Natural Heritage Preserve on Friday night at 6:30 with Ranger Bill.

Harbor:

This week **33** transient boater reserved slips which hailed the Town Harbor, used the facilities to visit the Town of Cape Charles. The Town Harbor netted **\$19,453.00** in sales, charges and payments transient floating slips that are full every weekend weather dependent.

- Reorganized from Hurricane Florence.
- Friday afternoon Town Harbor welcomed the Draken in the Harbor. The land crew arrived Fri morning and started organizing the stay. Shout out to Dave Fauber for providing his rental property on Cobb Station, the CC Yacht Club Members for lending a hand on the docks assisting the crew with guest and other needs (car, kayaks, etc.) and the behind the scenes folks for logistics and advertising. The ship had open house on Sat & Sun, Monday & Tuesday the crew is down for some R&R and will birth in the harbor until Thursday. The Draken than departs for Nauticus in Hampton Roads Harbor.
- Crab season is at a slow pace. Crabbers splashed their pots and are slow going after the pending weather.
- Laundry facility is complete, Chapmans Electric to do final installation of fixtures. **(scheduled)**

Maintenance/Repairs:

- Non-ethanol fuel in out of service until farther notice. Oil Equipment Services were on site and fuel supply pipe is not repairable. Waiting for repair quote.
- The harbor staff is currently working on dock/facility, ordered lumber for replacing loose decking around the inner harbor. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and Vikings arriving projects are on-going)

- Focusing on future projects to present to the Harbor Focus Group meeting to be set this week for the first week in September (pushed it back after the holidays).
- General maintenance being performed on all docks. (on going)

Finance:

- Staff continued to work on synching the software and the banking ACH system for the utility bill payments. Florence slowed efforts by several days, as bank staff and software staff both were in the affected area.
- Preliminary preparations for 2018 tax bills are underway.
- Jodi assisted with the town planner selection process.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Routine weekly assignments.

Public works:

- Public works director and town manager discussed process to generate work orders for public works crew, and directional flow for assignments.
- Routine weekly assignments.

Building\Code:

- Staff performed 28 inspections this week.
- Staff fielded several requests for information throughout the week on various topics.
- Staff continued scanning older documents to make room for new projects.
- Staff is has received 3 bids. The contract will be awarded this week and hopefully will begin demolition within 2 weeks.
- Staff has been working on re-certification into the Community Rating System. We received word that we will improve to a Class 8 from a Class 9. This will result in Flood Insurance premium members to be eligible for a 10% discount on their rates. This will not take effect until May 1, 2019.

Recreation\events:

- September 19 – Met with the Cape Charles Main Street Design Committee at Bay Haven Inn to discuss ideas for Strawberry Plaza. The group has done a lot of work in a very short time and will be presenting to the Harbor Review Board and then Council as the plans are finalized. Staff has been on hand to offer assistance by providing information, updates and to offer answers to any questions or concerns.

- September 19 – Met with the Cape Charles Main Street Branding Committee and they continue to work on developing their brand. Final choices were made and presentations will be made to Council to highlight all the hard work this committee has accomplished.
- September 20 – Met with a few members of the Festive Friday Committee to discuss Town partnership as well as use of facilities for this years Festive Fridays. Staff will continue to offer in kind services and an entertainment sponsorship.
- September 21 – Bingo was held at the Civic Center.

Dear Charlie,

Matt + I were the slip holders in D-10
when we visited you several weeks ago.
I wanted to say how nice our stay was.
A large part of our pleasure was the
hospitality that you + your staff
showed to us. I can honestly say
that your extending yourself to us to
allow for a delightful crab picking
afternoon was the highlight of our
southern Bay cruise.

We had a wonderful crab cake dinner
even after all the crabs we picked.

Thank you for going out of your
way, for being friendly and gracious.
We will definitely keep Cape Charles
on our destination list.

Sincerely Matt + Ada
Brady

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